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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100040001-1

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Employee Services Division

DATE: 11 March 1955

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Honor Awards Board

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1. [REDACTED] advised me 9 March 1955 that Mr. Reynolds had decided to make me the Recorder for the Honor Awards Board vice [REDACTED] briefed me very generally on his knowledge of requirements of the assignment based on his attendance at the last three or four meetings as an observer during the period when it was expected that [REDACTED] would be the new Recorder. Mr. Reynolds desires to have the same person as Recorder for the Honor Awards Board and as Executive Secretary for the Incentive Awards Committee.

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[REDACTED] stated 10 March that because of the varying frequency of HAB meetings (ranging from twice a week to once every two weeks), it is difficult to give a precise estimate of professional and clerical time required to support the Honor Awards Board. However, based on an average meeting frequency of once every ten days or three times per month, he estimated that each meeting would require half a day of professional time to prepare for the meeting, another half a day to attend the meeting, and from one half day to a whole day to prepare the minutes, and draft the necessary documents to carry out the Board's decisions. Although it varied considerably depending upon such matters as the need to prepare staff studies required by the Board or revisions of regulations and procedures, he felt that a fair estimate of the average time required per Board meeting would be  $1\frac{1}{2}$  to  $2\frac{1}{2}$  days of professional time and 1 to  $1\frac{1}{2}$  days of clerical time. If the meetings continue as expected at the rate of three per month this would work out to require  $7\frac{1}{2}$  days work by the Recorder and  $4\frac{1}{2}$  days work by the secretary per month.

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3. [REDACTED] indicated that he understood Mr. Reynolds wanted me to attend several meetings as an observer during the next few weeks pending publication of the new Honor Awards Regulation which has been drafted but returned for further revision prior to being sent to RCS for Agency coordination. [REDACTED] predicted that the change-over would probably not occur before another month since Mr. Reynolds wants it done when the new regulations publication makes me the Recorder officially. [REDACTED] indicated that several of the Board's objectives for the next few months such as taking over custody of medals, working out a procedure for obtaining receipts for medals, and their safe-keeping in cases where the recipient

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cannot retain them would entail an increase in the amount of staff time required over the next three to six months.

4. In view of the above information, it is recommended that the following steps will be necessary in order to provide adequate service to the Honor Awards Board and comply with Mr. Reynolds decision to reassign these functions:

1. A new safe will be needed to accomodate the one drawer of material to be taken over from Mr. [REDACTED] and to provide for expected increase in IA records.

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2. Addition of one permanent position to Incentive Awards office's T/O to permit addition of one clerical employee.

5. A separate memorandum justifying this request for addition of a position from the IA standpoint is being prepared and will be submitted as soon as possible. However, even before the Honor Awards Board's function was known to be coming to this unit, every indication was that the current heavy backlog of suggestions would require such an increase in T/O if it is to be reduced within a reasonable period of time.

[REDACTED] 25X1A

*Not submitted due to MS survey which  
prob. will recommend HAB Recorder function  
to stay in CSS of OP.  
CSH*

<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>CONFIDENTIAL</span> <span>SECRET</span> </div> <p style="font-size: small; text-align: center;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</p>			
<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>			
TO			
FROM			
SUBJECT			
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p><b>Remarks:</b> Despite the typing errors, this does not seem worth retyping as it is for information only. I'll take the actions indicated from my copy if you approve of them. I think their concern stems from fact that their Board and our Committee each gave [redacted] an award acting independently. Bob S. says all the coordinating between the 2 groups had to be provided by him. Think also they were less worried by competition before our award ceiling went up to \$5,000 as some folks would value the \$1500 over the medal!</p> <div style="display: flex; justify-content: space-between;"> <span>SECRET</span> <span><u>CONFIDENTIAL</u></span> <span>UNCLASSIFIED</span> </div>			

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4 March 1955

MEMORANDUM: For the Record

SUBJECT: Possible Overlapping of Incentive Awards Program with Honor Awards Program

The following observations represent a summary of conversations held 4 March 1955 with Mr. [REDACTED], Chief, Career Service Staff, OP, [REDACTED] Chairman, Honor Award Board, and [REDACTED]

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1. The possibility of overlapping between the Honor Awards Board and the Incentive Awards Committee, especially in the area covered under the Incentive Awards Program by awards for superior accomplishment, meritorious performance, special acts of service, etc., (non-suggested awards) was discussed. It was agreed that there is a continuing need for a close coordination between the two Programs in cases of recommendations for such awards of a nature which would receive, if approved, large monetary awards. In effect, this merely confirms a previous understanding between Mr. [REDACTED] and [REDACTED] that when either Executive Secretary receives a recommendation which from its content would seem also to merit consideration by the other Board or Committee, it would be brought to the attention of the appropriate Executive Secretary. A recent example of the fact that the same performance may be recognized by both systems is that of Mr. [REDACTED].

2. Another problem discussed was whether granting a monetary award for the same service which was recognized by a medal would tend in the minds of the recipients to establish a monetary value for the medal, or in the vernacular, "to set a money price on a medal." Since the top medal is sometimes granted for feats of bravery or chivalry in cases involving immediate danger, it was Mr. [REDACTED] belief that the net effect of such double awards of money and medal for the same accomplishment would probably have the effect of cheapening the prestige value of the medal. For instance, if winners of a certain medal consistently received awards in the range between \$100 and \$500, could tend to debase the worth of the medal to that standard. No general agreement on the answer to this problem was reached. [REDACTED] offered the thought that possibly there was some grade level, such as GS-13, above which officers should not be considered eligible for monetary awards.

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3. [REDACTED] indicated that he would like to have two folders, one for himself and one for Mr. [REDACTED], who is Executive Secretary to the Honor Awards Board, containing material describing the Incentive Awards Program (regulations, notices, P.L. 763, etc.) and the criteria of standards used in determining the size of an award for superior performance in order that they might give more thought to problems caused by possible overlapping of the two Programs. I agreed that at the earliest opportunity I would assemble such material to them for their information as requested.

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4. Finally, [REDACTED] raised the question of whether a new man reporting to an office who improved the reporting and identification of various categories of employees processed through that office could be appropriately considered for an award. Upon my request that he be more specific, he stated the following:

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[REDACTED] his Deputy Chief, had reported to Liason Control Branch from a previous job with IBM and had made several changes leading to the wider use of IBM equipment and methods for LCB's identification and periodic reporting of various categories of employees, such as designees, [REDACTED] etc. Col.

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[REDACTED] feels that these improvements would lead to more accurate reporting and categorization of various types of personnel processed in many other offices of the Agency. Therefore, this series of improvements properly could be considered in the Incentive Awards Program as a suggestion. I requested them to submit it as a suggestion with the understanding that if it can be applied to other offices, we would advise such offices of [REDACTED]'s past experience with IBM in order that they might make use of his special knowledge to obtain improved reporting and maximum use of the Agency's IBM installations. As a result of these discussions, I feel that the Chairman, Incentive Awards Committee, may wish to invite [REDACTED] to attend a Committee meeting in order that mutual agreements may be reached to improve coordination between these two Programs and eliminate any overlapping of duplications of effort, and in particular any potential that might exist for one Program having a cheapening effect on the other.

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HONOR AWARDS

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Rescissions: [REDACTED] dated 20 February 1953  
[REDACTED] 10 February 1953  
[REDACTED] dated 21 May 1953

References: Section 14 (Public Law 600, 79th Congress)  
Executive Order No. 9586, dated 6 July 1945  
Executive Order No. 9817, dated 31 December 1946  
Executive Order No. 10336, dated 3 April 1952  
Executive Order No. 10431, dated 19 January 1953

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4. Honor Awards . . . . .	
5. Procedures . . . . .	

1. GENERAL

This Regulation prescribes Agency policy and procedures for granting honor awards to individuals engaged in national intelligence activity who perform personal deeds of valor or who make significant contributions to the national intelligence effort or the security of the United States.

2. POLICY

The Central Intelligence Agency may grant honor awards for intelligence service to personnel who perform acts requiring a high order of personal courage and to personnel who make singularly important contributions to the national intelligence effort that do not involve the exercise of personal valor. Although the anonymity demanded by Agency activities often limits overt forms of recognition, certain honor awards are available which will be administered in conformance with Agency security practices so that outstanding individuals may receive special recognition in accordance with the provisions of this Regulation.

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### 3. ORGANIZATION AND RESPONSIBILITIES OF THE CIA HONOR AWARDS BOARD

#### a. ORGANIZATION

The CIA Honor Awards Board is established to administer the Honor Awards Program. It will be composed of three members of the Career Staff appointed by the Director, upon recommendation of the CIA Career Council. Members will serve a twelve-month term and may be reappointed to successive terms. The Office of Personnel and the Security Office will furnish nonvoting advisory representation to the Board on a continuing basis and secretariat support will be provided by the Office of Personnel.

#### b. RESPONSIBILITIES

The CIA Honor Awards Board is responsible for the following:


- (1) Developing standards for honor awards and procedures for determination and recommendation of such awards.
- (2) Reviewing, examining and forwarding with recommendations all honor award proposals to the Director of Central Intelligence for approval or disapproval.
- (3) Informing the Director of awards received by Agency personnel from United States Government departments and agencies and foreign governments whether or not such awards have been sponsored by personnel of this Agency and foreign governments.
- (4) Ensuring that the Honor Award Program is brought to the attention of Agency personnel and that appropriate announcement is made of awards received by Agency personnel.

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- (5) Undertaking such additional responsibilities as may be assigned to it by the Director of Central Intelligence.

4. HONOR AWARDS

a. NATIONAL SECURITY MEDAL

The National Security Medal may be awarded to any person for distinguished achievement in the field of intelligence relating to the National Security; for exceptionally meritorious service performed in a position of high responsibility; or for an act of valor requiring personal courage of a high degree without regard to personal safety.

b. DISTINGUISHED INTELLIGENCE CROSS

The Distinguished Intelligence Cross may be awarded to a person officially affiliated with CIA for a voluntary act or a series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.

c. DISTINGUISHED INTELLIGENCE MEDAL

The Distinguished Intelligence Medal may be awarded to a person officially affiliated with CIA for the performance of outstanding services or for achievement in the discharge of his duties of a distinctively exceptional nature which results in a major contribution to the missions of the Central Intelligence Agency.

d. INTELLIGENCE STAR

The Intelligence Star may be awarded to a person officially affiliated with CIA for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

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e. Intelligence Medal of Merit

The Intelligence Medal of Merit may be awarded to a person officially affiliated with CIA for the performance of meritorious services or for achievement, above his normal duties requiring initiative and extra effort, which have contributed to the accomplishment of the missions of the Central Intelligence Agency.

f. Medal of Freedom

(1) The Medal of Freedom may be awarded for meritorious acts or service as follows:

- (a) To an individual who has aided the United States in the prosecution of a war against an enemy or enemies,
- (b) To an individual who has aided any nation engaged with the United States in the prosecution of a war against a common enemy or enemies,
- (c) To an individual who has furthered the interests of the security of the United States or of any nation allied or associated with the United States during national emergency declared by the President or the Congress. This award may be considered if other United States medals or decorations are deemed inappropriate.
- (d) To an individual who performed under special circumstances in the interest an act or service/of the security of the United States during a period when a state of war or emergency did not exist.

(2) The Medal of Freedom may not be awarded to a citizen of the United States for any act of service performed within the continental

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limits of the United States or to a member of the United States

Armed Forces.

*Note: in copy*  
g. Awards of Other Organizations

(1) Civilian Awards

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(2) Military Awards

In general, civilian and ~~Military~~ Reserve personnel not on active military duty are ineligible for military awards. Military personnel detailed to the Agency may be recommended for appropriate military awards if the service they perform meets the standards of the military department concerned. When such awards initiated by non-CIA personnel are granted by a Military Service, the Chairman of the CIA Honor Awards Board shall be notified in writing by the recipient concerning the detailed circumstances of

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the award. A copy of the citation will be attached to the memorandum. All recommendations for a military award initiated by a CIA official will be forwarded to the Chairman <sup>of the</sup> CIA Honor Awards Board, for consideration except as provided for in 5(b).

#### 5. PROCEDURES

- a. Each nomination for an honor award shall be submitted on Form No. 37-175, Recommendation for Honor Award (Figure 1), or, if the form is unavailable, in a memorandum containing the same information. The nomination shall be accompanied by supporting data sufficient to provide an adequate basis for the Board's review and recommendation.
- b. Nominations for honor awards may be initiated by any Agency employee or official. Each recommendation will be transmitted to the Chairman of the Honor Awards Board through official channels to the Operating Official concerned (Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications and the Assistant Director for Personnel). The Operating Official will attach a statement recommending approval or disapproval.
- c. The appropriate Senior Representative or Chief of Station or Mission, who reports directly to headquarters, will forward through established channels nominations for civilian awards originating in the field to <sup>Chairman of the</sup> the Honor Awards Board. The appropriate Senior Representative or Chief

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of Station or Mission will recommend either approval or disapproval of the award. The Senior Representative will process recommendations for military awards for military personnel in the theater commands when he determines that such recommendations can be processed in a secure manner. In all such cases, however, full documentation will be <sup>transmitted</sup> through established channels to the Chairman of the CIA Honor Awards Board.

- d. The Chairman will transmit each nomination for an award, provided for by this Regulation, to the <sup>CIA</sup> Honor Awards Board for its review. The Board will prepare its recommendation in the case and forward it to the Director of Central Intelligence for his determination.
- e. The nominee for an award will be notified through channels of the Director's decision.
- f. In instances when security might be jeopardized by the revelation of an Agency decoration, such awards may be approved but will be held in the custody of the Director of Security until security considerations will permit their release. In such cases the recipient of the award will be notified of this requirement.

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HONOR AWARDS

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Rescissions:

[REDACTED], dated 20 February 1953  
[REDACTED] 0 February 1953  
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Section 14 (Public Law 600, 79th Congress)  
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1. GENERAL

This Regulation prescribes Agency policy and procedures for granting honor awards to individuals engaged in national intelligence activity who perform personal deeds of valor or who make significant contributions to the national intelligence effort or the security of the United States.

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may receive special recognition in accordance with the provisions of this Regulation.

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- (4) Ensuring that the Honor Award Program is brought to the attention of Agency personnel and that appropriate announcement is made of awards received by Agency personnel.

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(5) Undertaking such additional responsibilities as may be assigned to it by the Director of Central Intelligence.

4. **HONOR AWARDS**

a. **NATIONAL SECURITY MEDAL**

The National Security Medal may be awarded to any person for distinguished achievement in the field of intelligence relating to the National Security; for exceptionally meritorious service performed in a position of high responsibility; or for an act of valor requiring personal courage of a high degree without regard to personal safety.

b. **DISTINGUISHED INTELLIGENCE CROSS**

The Distinguished Intelligence Cross may be awarded to a person officially affiliated with CIA for a voluntary act or a series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.

c. **DISTINGUISHED INTELLIGENCE MEDAL**

The Distinguished Intelligence Medal may be awarded to a person officially affiliated with CIA for the performance of outstanding services or for achievement in the discharge of his duties of a distinctively exceptional nature which results in a major contribution to the missions of the Central Intelligence Agency.

d. **INTELLIGENCE STAR**

The Intelligence Star may be awarded to a person officially affiliated with CIA for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

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e. **INTELLIGENCE MEDAL OF MERIT**

The Intelligence Medal of Merit may be awarded to a person officially affiliated with CIA for the performance of meritorious services or for achievement, above his normal duties requiring initiative and extra effort, which have contributed to the accomplishment of the missions of the Central Intelligence Agency.

f. **MEDAL OF FREEDOM**

(1) The Medal of Freedom may be awarded for meritorious acts or service as follows:

- (a) To an individual who has aided the United States in the prosecution of a war against an enemy or enemies,
- (b) To an individual who has aided any nation engaged with the United States in the prosecution of a war against a common enemy or enemies,
- (c) To an individual who has furthered the interests of the security of the United States or of any nation allied or associated with the United States during a national emergency declared by the President or the Congress. This award may be considered if other United States medals or decorations are deemed inappropriate.
- (d) To an individual who performed under special circumstances an act or service in the interest of the security of the United States during a period when a state of war or emergency did not exist.

(2) The Medal of Freedom may not be awarded to a citizen of the United

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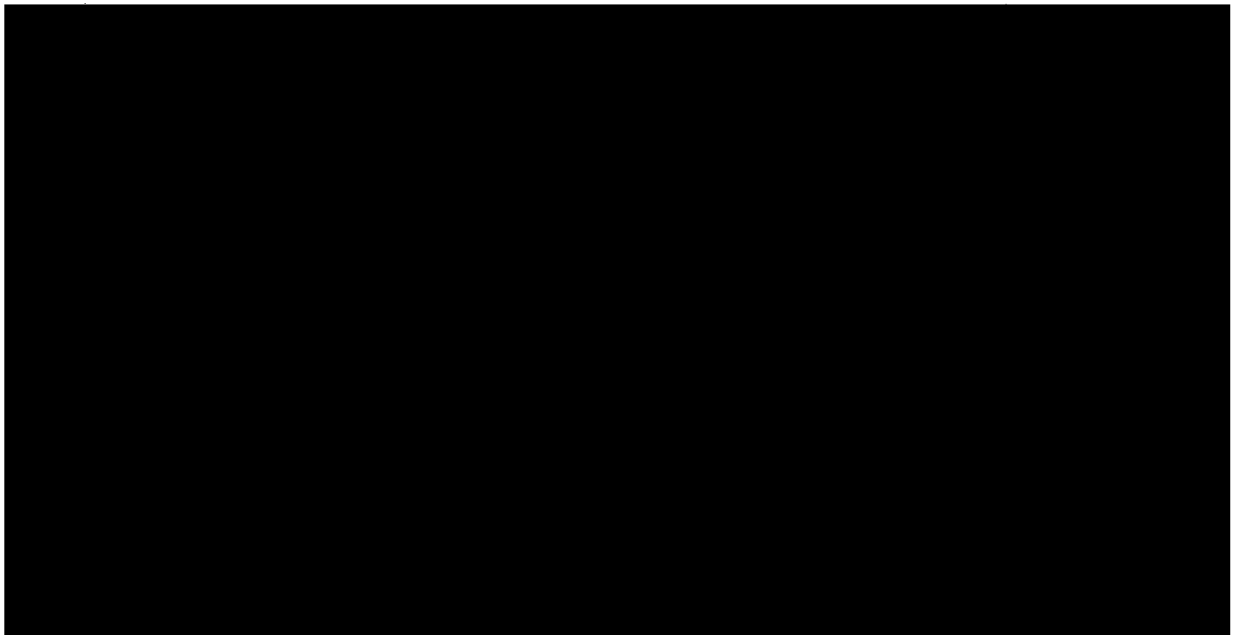
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States for any act of service performed within the continental limits of the United States or to a member of the United States Armed Forces.

8. AWARDS OF OTHER ORGANIZATIONS

(1) Civilian Awards



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(2) Military Awards

In general, civilian and Military Reserve personnel not on active military duty are ineligible for military awards. Military personnel detailed to the Agency may be recommended for appropriate military awards if the service they perform meets the standards of the military department concerned. When such awards initiated by non-CIA personnel are granted by a Military Service, the Chairman of the CIA Honor Awards Board shall be notified in writing by the recipient concerning the detailed circumstances of the award. A copy of the citation will

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be attached to the memorandum. All recommendations for a military award initiated by a CIA official will be forwarded to the Chairman of the CIA Honor Awards Board, for consideration except as provided for in 5(b).

5. PROCEDURES

- a. Each nomination for an honor award shall be submitted on Form No. 37-175, Recommendation for Honor Award (Figure 1), or, if the form is unavailable, in a memorandum containing the same information. The nomination shall be accompanied by supporting data sufficient to provide an adequate basis for the Board's review and recommendation.
- b. Nominations for honor awards may be initiated by any Agency employee or official. Each recommendation will be transmitted to the Chairman of the Honor Awards Board through official channels to the Operating Official concerned (Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications and the Assistant Director for Personnel). The Operating Official will attach a statement recommending approval or disapproval.
- c. The appropriate Senior Representative or Chief of Station or Mission, who reports directly to headquarters, will forward through established channels nominations for civilian awards originating in the field to the Chairman of the CIA Honor Awards Board. The appropriate Senior

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Representative or Chief of Station or Mission will recommend either approval or disapproval of the award. The Senior Representative will process recommendations for military awards for military personnel in the theater commands when he determines that such recommendations can be processed in a secure manner. In all such cases, however, full documentation will be transmitted through established channels to the Chairman of the CIA Honor Awards Board.

- d. The Chairman will transmit each nomination for an award, provided for by this Regulation, to the CIA Honor Awards Board for its review. The Board will prepare its recommendation in the case and forward it to the Director of Central Intelligence for his determination.
- e. The nominee for an award will be notified through channels of the Director's decision.
- f. In instances when security might be jeopardized by the revelation of an Agency decoration, such awards may be approved but will be held in the custody of the Director of Security until security considerations will permit their release. In such cases the recipient of the award will be notified of this requirement.

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CENTRAL INTELLIGENCE AGENCY  
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TO		INITIALS	DATE
1	AC/P/PAS	CT	7/19
2	[REDACTED]		
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4	Do we have a clean carbon of your memo?	over	7/19
5	- Julie		
FROM		INITIALS	DATE
1	[REDACTED]	[REDACTED]	7-9-54
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☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☒ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: Please find attached first draft of comments on Draft 3, undated, of Proposed [REDACTED], Honor Awards. As you requested, I have confined comments and review to non-substantive matters in the main. I understand that CIA Honor Awards Board is limited by PL and Exec. Order in the various criteria so that 3 comments on P. 2, made before I learned this, now seem beyond the Agency's control and therefore unnecessary. Please discuss this with me when convenient.

(SECRET) CONFIDENTIAL RESTRICTED UNCLASSIFIED

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SEP1947

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*Clean carbon sub. to C.F. 7/16.  
This returned 7/19 to ASIS for  
filing. J.C.*

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8 July 1954

25X1A Review of Proposed [REDACTED] Honor Awards.

25X1A 1. Draft Number 3, undated but ready for duplication on 8 July 1954, of Proposed Reg [REDACTED] Honor Awards, is reviewed below in preparation for its consideration at the next meeting of the Honor Awards Board, scheduled for Tuesday, 13 July 1954. Changes from Draft 2, dated 1 July 1954, have been inserted in red pencil.

25X1A 2. This draft represents substantially a combination of information presently contained in [REDACTED] dated 20 Feb. 1953, and CIA Notice [REDACTED] dated 21 May 1953, with some modifications. Suggested changes, criticisms, and questions are given below keyed to the appropriate paragraph and sentence of Draft 3.

REFERENCE	COMMENT
PARA. SEN- TENCE	

171 1	The sentence would be improved by omission of "In accordance with this Regulation". Placing such a clause first gives it an undue emphasis unjustified by the little it adds to the sense of the opening sentence which sets the keynote for the whole Regulation. It is doubtful whether the clause adds much to the sentence or paragraph, because the underlying authority for the Honor Awards Program stems not from any Agency Regulation but from the referenced Public Law and Executive Orders. It is suspected that it represents only a carryover from [REDACTED] 20 Feb. 1953 and [REDACTED] since both of them begin in this fashion. If it is considered to serve a useful purpose and thus be necessary, it would fit better at the end of the first sentence, although this results in an awkward juxtaposition of "Who make highly significant contributions to national intelligence" and "in accordance with this Regulation".
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1 3	Question the value of the adverbs "singularly" and "highly" as used here. The criteria for granting the various awards are given in sufficient detail in Paragraph 2 to establish the fact that they are not lightly given. "Important" and "significant" are strong enough words without the modifiers, and are too nearly synonymous for both to be required with the adverbs in question. [REDACTED] "for making highly significant contributions to national intelligence" does not seem to be improved by the change in [REDACTED] to "singularly important and highly significant contributions of a nonvalorous nature". The criteria make it plain later in the Reg. 25X1A that awards are given only for exceptional and unusual performance. Perhaps the best solution would be omission of "highly" to make the phrase read "singularly important and significant".
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a. The phraseology in paragraph 2a of the proposed Regulation states that the National Security Medal can be awarded for exceptional service in a highly responsible position. It is presumed that such a position is in the field of intelligence, but is not literally so stated.

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COMMENT

Unless the criterion is established by the referenced Public Law or Executive Orders, the requirement for a "complete disregard of personal safety" seems questionable or unrealistic, or at least hard to measure and prove. "Exceptional" or "unusual" disregard of personal safety might mean that not all such awards of National Security Medal tended to be given posthumously. If the criterion is fixed by law or Executive Order, of course it must be considered as controlling by the Agency Board.

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2b 1

Does the phrase "officially affiliated with CIA" include personnel performing their qualifying deeds while affiliated with a cover organization, such as another Federal agency? Could CIA grant one of these awards to an employee of another agency if he met all other standards? What constitutes "official affiliation"? Since the qualifier is applicable in the cases of 4 of the 6 awards covered, it probably is worth a sentence of explanation as to what it means, unless this is to be spelled out in greater detail by the Honor Awards Board.

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2b 1

Recommend elimination of the word "existing" as used to modify "dangers". If "dangers" is not enough by itself, better modifiers might be "actual" or "immediate". The only type of dangers which are not "existing" which come readily to mind are imaginary or suspected ones. Here again, the Agency may have to accept the criteria established by law or Executive Order.

2a,b,  
c,d,e

This whole section on Honor Awards is sprinkled with words like "fortitude", "heroism", and "courage" which are not defined. Granted it is hard to define them, but unless the Agency has to accept them as given by higher authority, the use of modifying adjectives such as "complete" disregard of personal safety, "existing" dangers, "courage of a high degree", "conspicuous fortitude", "exemplary courage", "praiseworthy fortitude", "achievement above normal duties" which, lacking definition in the Regulation, must depend on the Board's interpretation of them in a series of precedent-setting cases, does not help too much in the apparent aim of establishing a descending scale of virtues and awards. This is a general criticism with no easy answer, but the Board will have to work out a method of deciding which of these undefined adjectives describe and fit a particular case. As an example, the use of "exemplary" courage and "praiseworthy" fortitude imply the possibility of courage which is not exemplary and fortitude which does not deserve praise.

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REFERENCE

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100040001-1

PARA 1 SENTENCE

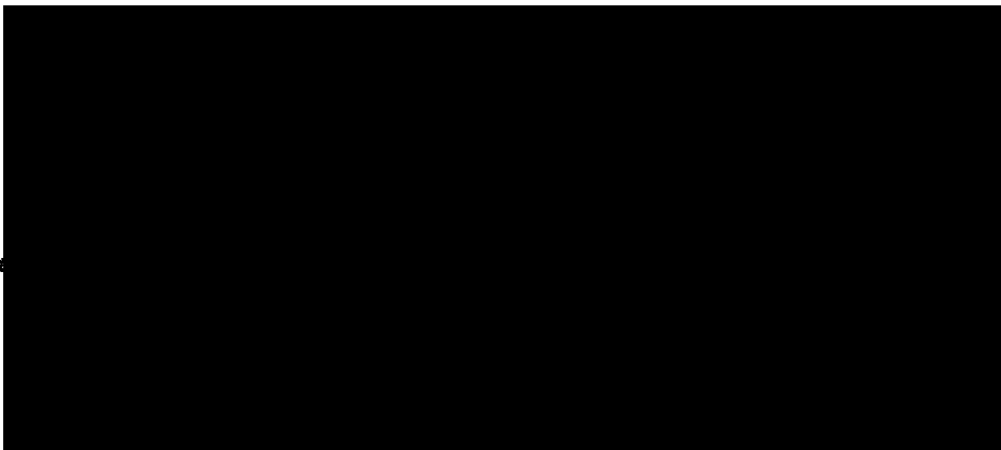
GRAPH

2f(2) 1

Sentence's clarity would be improved if "the United States" were substituted for "the country".

2g(1) 2

25X1C



2g(2) 1

Recommend "reserve" be capitalized.

2g(2) 3&4 d X

*It is not clear from paragraph 2(g)(2) whether the B*  
The role of the Board in sentence 3 is not clear. Is its approval of the award required in addition to that of the military department, or is it only interested from a record-keeping and informational standpoint? In sentence 4 does the CIA Board act before or after the military department's awarding authority?

3 1

Recommend use of "the Honor Awards Program" instead of "an Honor Awards Program".

3a 1

25X1C

"Senior" requires definition unless the purpose is to leave this determination to the appointing authority. Does it mean above a certain GS [redacted] grade or senior in length of service with the Government, the Agency, or senior in terms of age?

3a 36

25X1A

Unless the twelve-month terms of Board members continue to be staggered as provided for in [redacted] of 20 February 1953 or some similar method, the only method for providing continuity would seem to be reappointments for successive terms. Of course, this may just be a method of leaving more discretion to the appointing authority.

3b 1(2)

Who actually makes the decision in granting an award? This seems to mean that the Board recommends to DCI, but 3b(1) makes the Board responsible for "Developing...procedures for determination and recommendation of such awards." This question might be answered by adding to the Board the responsibility for notifying the recipient of the results of its recommendation to DCI after he has acted upon it.

3b 1(3)

Recommend "United States Government" be capitalized.

3b 1(4)

Recommend capitalization of "the honor awards program" to be consistent with usage in first sentence of Para. 3 and other parts of the Regulation.

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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100040001-1

REFERENCE	COMMENT
PARA- GRAPH 4d	SEN- TENCE 1

Use of two "in's" in the phrase "In instances wherein" is redundant. Recommend instead the following "In instances where security ...". Another possibility would be "When security might be jeopardized". The use of the term "Agency decoration" is the first such use and might be confusing in the next to last sentence of the Regulation. Instead, the use of "Agency award" is more consistent with the preceding usage and lends more meaning to the following reference to "such awards" and "the recipient of the award".

*e to be recommended that the word "senior" in paragraph 2 of the proposed Regulation be deleted from the reference to members nominated for membership on the Board or that a certain grade level be specified.*

*f. Paragraph 4 of the proposed Regulation indicates that a memorandum containing the same information as required by Form 37-175 will be used if the form is unavailable. Presumably this situation would apply when the form is in the field where the form would not be available for security reasons. It would seem appropriate to specify in this Regulation the basic information required in the memorandum.*

*It is desirable to furnish for information on this*

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h.

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14th DRAFT

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PERSONNEL  
9 July 1954

# HONOR AWARDS

Rescissions:

dated 20 February 1953  
0 February 1953  
ted 21 May 1953

25X1A

References:

Section 14 (Public Law 600, 79th Congress)  
Executive Order No. 9586, dated 6 July 1945  
Executive Order No. 9817, dated 31 December 1946  
Executive Order No. 10336, dated 3 April 1952  
Executive Order No. 10431, dated 19 January 1953

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### 1. POLICY

In accordance with this Regulation the Central Intelligence Agency may grant honor awards for intelligence service to persons who perform acts of valor or who make highly significant contributions to national intelligence. Deeds requiring a high order of personal courage have been and will be performed by CIA personnel who are engaged in United States intelligence activities. Similarly, CIA personnel have made and will make singularly important and highly significant contributions to the national intelligence effort that have not called for the exercise of personal valor. Although the anonymity demanded by Agency activities militates against overt forms of recognition, certain honor awards are available which will be administered in conformance with Agency security practices so that outstanding individuals may receive special recognition.

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2. HONOR AWARDS

a. National Security Medal

The National Security Medal may be awarded to any person for distinguished achievement in the field of intelligence relating to the National Security; for exceptionally meritorious service performed in a position of high responsibility; or for an act of valor requiring personal courage of a high degree and complete disregard of personal safety.

b. Distinguished Intelligence Cross

The Distinguished Intelligence Cross may be awarded only to a person officially affiliated with CIA for a voluntary act or series of acts of heroism, involving the acceptance of existing dangers with conspicuous fortitude and exemplary courage.

c. Distinguished Intelligence Medal

The Distinguished Intelligence Medal may be awarded only to a person officially affiliated with CIA for performance of outstanding services or for achievement of a distinctively exceptional nature in a duty of responsibility, the results of which constitute a major contribution to the missions of the Central Intelligence Agency.

d. Intelligence Star

The Intelligence Star may be awarded only to a person officially affiliated with CIA for an act or acts of heroism performed in the face of existing dangers with praiseworthy fortitude and exemplary courage.

e. Intelligence Medal of Merit

The Intelligence Medal of Merit may be awarded only to a person officially affiliated with CIA for the performance of meritorious services, or for

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achievement, above normal duties requiring initiative and extra effort which have contributed to the accomplishment of the missions of the Central Intelligence Agency.

f. Medal of Freedom

- (1) The Medal of Freedom may be awarded to any person who has performed a meritorious act or service which
  - (a) has aided the United States in the prosecution of a war against an enemy or enemies,
  - (b) has aided any nation engaged with the United States in the prosecution of a war against a common enemy or enemies, or
  - (c) during any period of national emergency declared by the President or the Congress to exist, has furthered the interests of the security of the United States or of any nation allied or associated with the United States during such period, and for which act or service the award of any other United States medal or decoration is considered inappropriate.
  - (d) under special circumstances, and without regard to the existence of a state of war or national emergency, is in the interests of the security of the United States.
- (2) The Medal of Freedom may not be awarded to a citizen of the United States for any act or service performed within the continental limits of this country nor to a member of the Armed Forces of the country.

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g. Awards of Other Organizations

(1) Civilian Awards

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Military Awards

In general, civilians and <sup>R</sup>reserve personnel not on active military duty are not eligible for military awards. Military personnel detailed to the Agency may be recommended for appropriate military awards when the service performed meets the standards of the military department concerned. When such awards initiated by non-CIA personnel are granted by a military service, the CIA Honor Awards Board shall be notified by the recipient giving full details and a copy of the citation. All recommendations for military awards initiated by CIA personnel will be forwarded to the CIA Honor Awards Board for consideration except as provided for in 4(b).

3. CIA HONOR AWARDS BOARD

The CIA Honor Awards Board is established to develop and administer an Honor Awards Program.

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a. Organization

The CIA Honor Awards Board will be composed of three senior members of the Career Staff appointed by the Director upon recommendation of the CIA Career Council. The Office of Personnel and the Security Office will furnish nonvoting advisory representation to the Board on a continuing basis. Each voting member will serve a twelve-month term. Members may be reappointed to successive terms. Secretariat support will be provided by the Office of Personnel.

b. Responsibilities

The CIA Honor Awards Board will be responsible to the Director of Central Intelligence for the following:

- (1) Developing standards for honor awards and procedures for determination and recommendation of such awards.
- (2) Reviewing, examining and forwarding with recommendations to the Director of Central Intelligence all honor award proposals.
- (3) Informing the Director of awards received by Agency personnel from United States Government departments and agencies and foreign governments whether or not such awards have been sponsored by personnel of this Agency and from foreign governments.
- (4) Insuring that the honor awards program is brought to the attention of Agency personnel and that appropriate announcement is made of awards received by Agency personnel.
- (5) Undertaking such additional responsibilities as may be assigned to it by the Director of Central Intelligence.

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4. PROCEDURES

- a. Recommendations for honor awards may originate at any echelon and will be transmitted to the Honor Awards Board through the office head concerned with a statement recommending approval or disapproval.
- b. The appropriate Senior Representative or Chief of Station or Mission who reports directly to headquarters, will forward nominations for awards originating in the field to the Honor Awards Board, through established channels, recommending either approval or disapproval. The senior representative will process recommendations for military awards for military personnel in the theater command when he has determined that such recommendations may be processed in a secure manner. In all cases, full documentation will be transmitted to the CIA Honor Awards Board.
- c. Each nomination for an honor award shall be submitted on Form No. 37-175, Recommendation for Honor Award (Figure 1), or, if the form is not available, in a memorandum containing the same information, and shall be accompanied by supporting data sufficient to provide an adequate basis for the Board's review and recommendation.
- d. In instances wherein security might be jeopardized by the revelation of an Agency decoration, such awards may be approved but held in the custody of the chief of office, chief of area division or chief of senior staff. When security considerations permit the release of these decorations, the chief of office, division or senior staff will accomplish such release with the concurrence of the Director of Security. In cases of this kind the recipient of the award will be notified with respect to the temporary custodianship.

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☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
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Remarks: Attached memo transmits revised draft of proposed [REDACTED] Honor Awards, with some recommended changes incorporated and raises some questions for consideration by Mr. [REDACTED] and the Honor Awards Board. The Board's next meeting is scheduled for 3:00 p.m., Tuesday, 13 July, at which time this Reg. will be considered again.

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 FORM NO. 30-4    16-08548-1    U. S. GOVERNMENT PRINTING OFFICE  
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☒ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: Please find attached first draft of comments on Draft 3, undated, of Proposed [REDACTED], Honor Awards. As you requested, I have confined comments and review to non-substantive matters in the main. I understand that CIA Honor Awards Board is limited by PL and Exec. Order in the various criteria so that 3 comments on P. 2, made before I learned this, now seem beyond the Agency's control and therefore unnecessary. Please discuss this with me when convenient.

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FORM NO. 30-4  
SEP1947

16-68548-1 U. S. GOVERNMENT PRINTING OFFICE

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*Awarded*

*File - Honor Board*

25X1A

*(Drafted)*

MEMORANDUM FOR: Special Assistant for Career Service, Office of Personnel

SUBJECT: Review of Proposed [REDACTED] Honor Awards

25X1A

1. In accordance with your request, the draft of subject Regulation which you submitted has been reviewed. We have made several editorial changes and are returning herewith a revised draft incorporating them.

2. In our review of the draft, several questions have been raised for your further consideration. These are itemized below.

a. The phraseology in the second clause of paragraph 2a of the proposed Regulation states that the National Security Medal can be awarded for exceptional service in a highly responsible position. It is presumed that such a position is in the field of intelligence, but this is not literally so stated.

b. The phrase "officially affiliated with CIA", as it appears in paragraphs b through 2e of the Regulation, should be defined or made clear in the Regulation since it is a primary criterion of eligibility.

c. With reference to paragraph 2g, does the Honor Awards Board need to approve the cover agency's action before the Agency employee accepts it, or is the Board interested merely from an informational standpoint?

d. It is not clear from paragraph 2(g)(2) whether the Board must approve military awards in addition to the Military Service before an award may be accepted. Will the Board decide whether recommendations of CIA officials for military awards will be forwarded to the Department of Defense?

e. We recommend that the word "senior" in paragraph 2a of the proposed Regulation be deleted or that a certain grade level be specified.

*7/13/54*

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f. Paragraph 4c of the proposed Regulation indicates that a memorandum containing the same information as is required by Form 37-175 will be used if the form is unavailable. Presumably this situation would largely apply in the field where the form would not be available for security reasons. It would seem appropriate to specify in this Regulation the basic information required in the memorandum.

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g. This Staff considers it desirable for the Agency to publish a revised [REDACTED] on this subject. A portion of the procedures contained in [REDACTED] could be covered in the [REDACTED]

h. It would appear desirable to add a section to the Regulation governing procedures for notifying the person or persons concerned that the recommendation is approved or disapproved and for bestowing the approved awards. Pursuant to security considerations, the Board could arrange in appropriate cases for a ceremonial presentation of the award and could effect the necessary liaison therefor, including a determination of the appropriate official to bestow the award.

25X1A

[REDACTED]  
Chief, Planning and Analysis Staff

25X1A

PAS, [REDACTED] bh (12 July 54)

Distribution:

O&I- Addressee

4 - PAS

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8 July 1954

25X1A

Review of Proposed [REDACTED] Honor Awards.

25X1A

1. Draft Number 3, undated but ready for duplication on 8 July 1954, of Proposed [REDACTED] Honor Awards, is reviewed below in preparation for its consideration at the next meeting of the Honor Awards Board, scheduled for Tuesday, 13 July 1954. Changes from Draft 2, dated 1 July 1954, have been inserted in red pencil.

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2. This draft represents substantially a combination of information presently contained in [REDACTED] dated 20 Feb. 1953, and CIA Notice

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[REDACTED] dated 21 May 1953, with some modifications. Suggested changes, criticisms, and questions are given below keyed to the appropriate paragraph and sentence of Draft 3.

REFERENCE	COMMENT
PARA. SENTENCE	

1/4	1	The sentence would be improved by omission of "In accordance with this Regulation". Placing such a clause first gives it an undue emphasis unjustified by the little it adds to the sense of the opening sentence which sets the keynote for the whole Regulation. It is doubtful whether the clause adds much to the sentence or paragraph, because the underlying authority for the Honor Awards Program stems not from any Agency Regulation but from the referenced Public Law and Executive Orders. It is suspected that it represents only a carryover from [REDACTED] of 20 Feb. 1953 and [REDACTED] since both of them begin in this fashion. If it is considered to serve a useful purpose and thus be necessary, it would fit better at the end of the first sentence, although this results in an awkward juxtaposition of "who make highly significant contributions to national intelligence" and "in accordance with this Regulation".
25X1A		
25X1A		

1	3	Question the value of the adverbs "singularly" and "highly" as used here. The criteria for granting the various awards are given in sufficient detail in Paragraph 2 to establish the fact that they are not lightly given. "Important" and "significant" are strong enough words without the modifiers, and are too nearly synonymous for both to be required with the adverbs in question. [REDACTED] "for making highly significant contributions to national intelligence" does not seem to be improved by the change in [REDACTED] to "singularly important and highly significant contributions of a nonvalorous nature". The criteria make it plain later in the Reg. that awards are given only for exceptional and unusual performance. Perhaps the best solution would be omission of "highly" to make the phrase read "singularly important and significant".
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REFERENCE

PARA- SEN-  
GRAPH TENCE  
2a 1

COMMENT

Unless the criterion is established by the referenced Public Law or Executive Orders, the requirement for a "complete disregard of personal safety" seems questionable or unrealistic, or at least hard to measure and prove. "Exceptional" or "unusual" disregard of personal safety might mean that not all such awards of National Security Medal tended to be given posthumously. If the criterion is fixed by law or Executive Order, of course it must be considered as controlling by the Agency Board.

2b 1

Does the phrase "officially affiliated with CIA" include personnel performing their qualifying deeds while affiliated

25X1C

stitutes "official affiliation"? Since the qualifier is applicable in the cases of 4 of the 6 awards covered, it probably is worth a sentence of explanation as to what it means, unless this is to be spelled out in greater detail by the Honor Awards Board.

2b 1

Recommend elimination of the word "existing" as used to modify "dangers". If "dangers" is not enough by itself, better modifiers might be "actual" or "immediate". The only type of dangers which are not "existing" which come readily to mind are imaginary or suspected ones. Here again, the Agency may have to accept the criteria established by law or Executive Order.

2a,b,  
c,d,e

This whole section on Honor Awards is sprinkled with words like "fortitude", "heroism", and "courage" which are not defined. Granted it is hard to define them, but unless the Agency has to accept them as given by higher authority, the use of modifying adjectives such as "complete" disregard of personal safety, "existing" dangers, "courage of a high degree", "conspicuous fortitude", "exemplary courage", "praiseworthy fortitude", "achievement above normal duties" which, lacking definition in the Regulation, must depend on the Board's interpretation of them in a series of precedent-setting cases, does not help too much in the apparent aim of establishing a descending scale of virtues and awards. This is a general criticism with no easy answer, but the Board will have to work out a method of deciding which of these undefined adjectives describe and fit a particular case. As an example, the use of "exemplary" courage and "praiseworthy" fortitude imply the possibility of courage which is not exemplary and fortitude which does not deserve praise.

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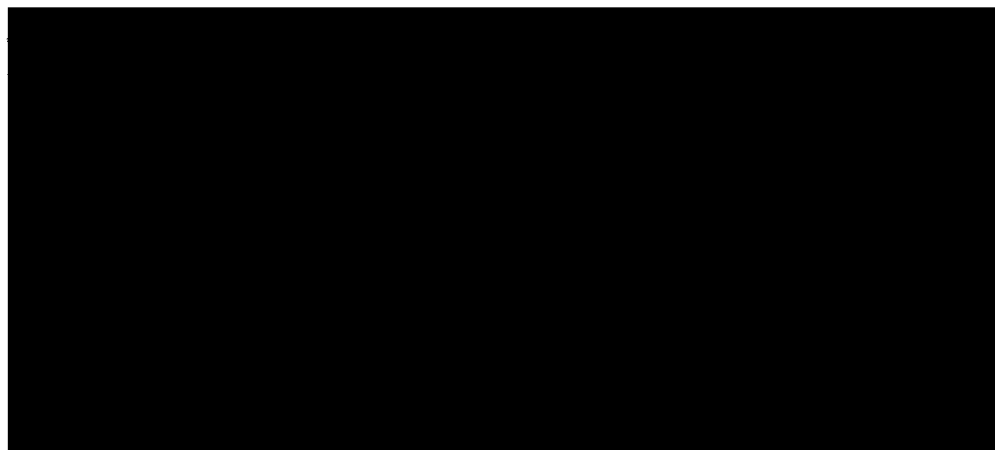
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REFERENCE  
PARA- SEN-  
GRAPH TENCE  
2f(2) 1

Sentence's clarity would be improved if "the United States" were substituted for "the country".

2g(1) 2

25X1C



2g(2) 1 Recommend "reserve" be capitalized.

2g(2) 3&4 The role of the Board in sentence 3 is not clear. Is its approval of the award required in addition to that of the military department, or is it only interested from a record-keeping and informational standpoint? In sentence 4 does the CIA Board act before or after the military department's awarding authority?

3 1 Recommend use of "the Honor Awards Program" instead of "an Honor Awards Program".

3a 1 "Senior" requires definition unless the purpose is to leave this determination to the appointing authority. Does it mean above a certain GS [redacted] grade or senior in length of service with the Government, the Agency, or senior in terms of age?

25X1C

3a 3 Unless the twelve-month terms of Board members continue to be staggered as provided for in [redacted] of 20 February 1953 or some similar method, the only method for providing continuity would seem to be reappointments for successive terms. Of course, this may just be a method of leaving more discretion to the appointing authority. 25X1A

3b 1(2) Who actually makes the decision in granting an award? This seems to mean that the Board recommends to DCI, but 3b(1) makes the Board responsible for "Developing...procedures for determination and recommendation of such awards." This question might be answered by adding to the Board the responsibility for notifying the recipient of the results of its recommendation to DCI after he has acted upon it.

3b 1(3) Recommend "United States Government" be capitalized.

3b 1(4) Recommend capitalization of "the honor awards program" to be consistent with usage in first sentence of Para. 3 and other parts of the Regulation.

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REFERENCEPARA-  
GRAPH  
4dSEN-  
TENCE  
1COMMENT

Use of two "in's" in the phrase "In instances wherein" is redundant. Recommend instead the following "In instances where security ...". Another possibility would be "when security might be jeopardized". The use of the term "Agency decoration" is the first such use and might be confusing in the next to last sentence of the Regulation. Instead, the use of "Agency award" is more consistent with the preceding usage and lends more meaning to the following reference to "such awards" and "the recipient of the award".

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DRAB 25X1A

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PERSONNEL

1 July 1954

~~Bein~~ To be duplicated  
for consid. at next mtg.

# HONOR AWARDS

Rescissions:

dated 20 February 1953

0 February 1953

25X1A

dated 21 May 1953

Reference:

Section 14 (Public Law 600, 79th Congress)

Executive Order No. 9586, dated 6 July 1945

Executive Order No. 9817, dated 31 December 1946

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Executive Order No. 10431, dated 19 January 1953

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2. HONOR AWARDS

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  - (c) during any period of national emergency declared by the President or the Congress to exist, has furthered the interests of the security of the United States or of any nation allied or associated with the United States during such period, and for which act or service the award of any other United States medal or decoration is considered inappropriate.
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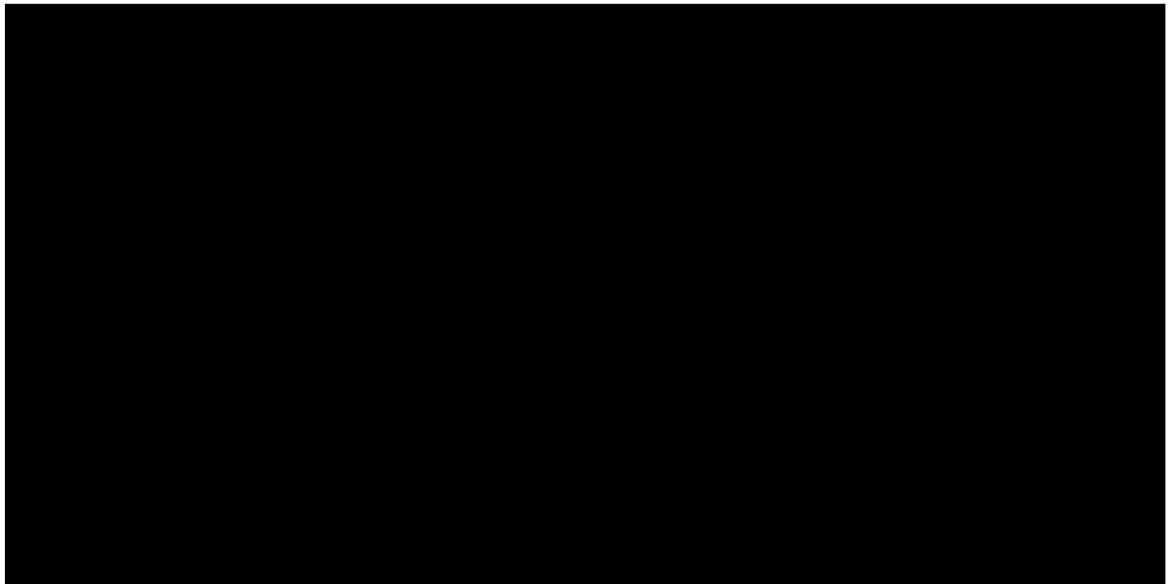
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g. Awards of Other Organizations

(1) Civilian Awards



25X1C

(2) Military Awards

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The CIA Honor Awards Board is established to develop and administer an Honor Awards Program.

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a. Organization

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- (4) Insuring that the honor awards program is brought to the attention of Agency personnel and that appropriate announcement is made of awards received by Agency personnel.
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- a. Recommendations for honor awards may originate at any echelon and will be transmitted to the Honor Awards Board through the office head concerned with a statement recommending approval or disapproval.
- b. The appropriate Senior Representative or Chief of Station or Mission who reports directly to headquarters, will forward nominations for ~~honor~~ awards originating in the field to the Honor Awards Board, through established channels, recommending either approval or disapproval. *The Senior Representative will process recommendations for military awards for military personnel in the Theater Command when he has determined that such recommendations may be processed in a secure manner.* ~~When such facilities exist, recommendations for military awards will be processed in the Theater Command in which the action occurred. These recommendations will be processed through the Senior Representative or Chief of Station or Mission who may employ such screening panels as he feels necessary for the purpose of considering recommendations prior to forwarding. In all cases, full documentation will be transmitted to the CIA Honor Awards Board.~~
- c. Each nomination for an honor award shall be submitted on Form No. 37-175, Recommendation for Honor Award (Figure 1), or, if the form is not available, in a memorandum containing the same information, and shall be accompanied by supporting data sufficient to provide an adequate basis for the Board's review and recommendation.
- d. In instances wherein security might be jeopardized by the revelation of an Agency decoration, such awards may be approved but held in the custody of the Director of Security until security considerations ~~are~~ *will* permit their *release*. ~~initiated~~. In such cases the recipient of the award ~~may~~ *will* be notified ~~verbally by someone other than the Director of Central Intelligence designate.~~

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